THE SCHOOL DISTRICT OF PHILADELPHIA **TRANSPORTATION SERVICES** **3rd FLOOR, SUITE 311** 440 NORTH BROAD STREET - PHILADELPHIA, PA. 19130	**REQUEST FOR SCHOOL DISTRICT - OPERATED OFF - PEAK BUS SERVICE** *(INTRA-CITY UNDERLINE CULTURAL TRIPS)*	DATE:

DIRECTIONS

1. A separate request must be submitted for each trip.
2. All billing information must be completed by the school.
3. This trip request must be received by Transportation Services **at least fifteen (15) school days prior to trip date.**
   Allow sufficient time for trip request approvals to meet Transportation Services' time line.
4. Service cannot commence before 9:15 A.M.
5. No return pick-up will be made later than 1:45 P.M.
6. List all trip data below, including information which pinpoints the destination's location. *(Attach map if necessary)*
7. Send copy of request to the regional office for their approval.

DATE	DAY	PICK-UP TIME	PICK-UP LOCATION (Include Street Address)	DESTINATION (Include Street Address)	NO. OF ADULTS	NO. OF PUPILS	GRADE	RETURN PICK-UP TIME

SPECIAL CIRCUMSTANCES:

IF LIFT BUS IS REQUIRED PLEASE CHECK ☐   NUMBER OF **"LIFT"** PUPILS _____

CONTACT PERSON:	TELEPHONE NUMBER:

BILLING INFORMATION

THE TRIP REQUESTED ABOVE WILL BE FUNDED BY	**BILLING CODES**									
NAME OF SCHOOL OR DIVISION:	FUND	AGENCY	ORG.	SUB-ORG.	ACTIVITY	FUNCTION	OBJ.	SUB-OBJ.	JOB/PROJ.	PRT. CAT.

SIGNATURE OF APPROVAL

PRINCIPAL:	SCHOOL:		DATE:

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